

Disclosure of Conflict of Interest – Long Form B: **(Research-related)**

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THIS COI REPORTING FORM IS DIVIDED INTO 3 PARTS:

**PART 1: Member's Disclosure**

Completion of this form is *mandatory* if you indicated an actual or potential research-related conflict on the [Statement of Conflict of Interest \(Short\) form](#).

**\*\*NOTE:** Before completing this document, review Appendix A, which includes the elements essential to a complete COI report.

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## 2. RELATED PARTIES

List persons, including “related parties” involved in the COI described in question 1:

## 3. AFFECTED PARTIES

Teaching and supervision are at the core of a faculty member’s academic activities. In carrying out teaching and supervision of undergraduate and graduate students, and postdoctoral fellows, members of the McGill community are obliged to ensure that they are guided by the best interests of their students and trainees. It is never acceptable for teaching and supervision activities to be driven by the Member’s own financial, business, or other personal ends.

List all persons (including students and trainees) who may be affected by the COI and:

- explain how they may/will be affected (e.g., restrictions on dissemination of research by individuals involv

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## Disclosure





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*Note: As a Reporting Officer*

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4. In your assessment of the situation, will the University benefit

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8. Conditions under which the conflict is to be permitted:

- Member must ensure written disclosure of the conflict to all persons who would be affected by it (and provide evidence of such disclosure).
- Member must promptly report any change in circumstances that may change the nature or scope of the conflict or affect its management.
- Member must (*specify additional conditions, where appropriate*):

Specify:

(Electronic\*) Signature of the Reporting Officer

Date

(Electronic\*) Signature of the Reporting Officer  
(where member holds a joint appointment)

Date

Send the Member's disclosure (part 1) and your assessment (part 2), with an electronic signature and the file electronically enabled to the VP(RI).

**\*Note:** Part 2 is protected once electronically signed.  
To edit the document once signed, remove e-signature, edit, and re-sign to finalize.

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\* Should you experience difficulties with the e-signature, please contact [coi.research@mcgill.ca](mailto:coi.research@mcgill.ca) for assistance.

## PART 3: REVIEW BY VICE-PRESIDENT (R&I)

NAME:

POSITION:

*Comments:*

(Electronic\*) Signature of the VP (RI)

Date

Once reviewed, either: (a) return to the Member if any additional information or corrections are required to the disclosure report, or (b) submit the Member's disclosure (part 1), the Reporting Officer's assessment (part 2) and the VP(RI)'s assessment (part 3), with an electronic signature and the file electronically enabled to the Dean.

**\*Note:** Part 3 is protected once electronically signed.

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## Elements of a Complete COI Report



## APPENDIX B

REGULATION NAME	REGULATION ON CONFLICT OF INTEREST
<b>Approving Body</b>	Senate Board of Governors
<b>Initial Approval Date</b>	Senate: May 20, 2009 Board of Governors: June 15, 2009
<b>Date of last review</b>	Senate: January 14, 2024 Board of Governors: February 8, 2024
<b>Date of next review</b>	Winter 2029
<b>Executive Sponsor</b>	Provost and Executive Vice-President (Academic)

### 1.10 “Reporting Officer” means:

- i. for the President, the Chair of the Board of Governors;
- ii. for the Provost and Executive Vice-President (Academic), Deputy-Provost or a vice-president, the President;
- iii. for an assistant or associate provost, the Provost and Executive Vice-President (Academic);
- iv. for an assistant or associate vice-president, that vice-president to whom the Member reports;
- v. for the Director or Dean of Libraries, the Provost and Executive Vice-President (Academic);
- vi. for a dean, the Provost and Executive Vice-President (Academic);
- vii. for the Secretary-General, the President;
- viii. for an assistant or associate dean, the dean;
- ix. for the chair of a department or director of a centre, institute or school, the dean;
- x. for the director of an administrative unit, the Provost and Executive Vice-President (Academic), Deputy-Provost or vice-president responsible for that unit;
- xi. for a Member of the academic staff of a Faculty having departments, centres, institutes or schools, the chair of the department or the director of the centre, institute or school to which the member has been appointed in their official letter of appointment;
- xii. for a Member of the academic staff of a faculty without departments, centres, institutes or schools, the dean of the faculty to which the member has been appointed in their official letter of appointment;
- xiii. for a Member of the librarian staff, the Director or Dean of Libraries;
- xiv. for a postdoctoral fellow, the supervisor of the postdoctoral fellow;
- xv. for a graduate student, the student’s supervisor;
- xvi. for any other Member, the holder of the office to whom the Member reports or who has supervisory responsibility over the Member;
- xvii. for a Member of a committee other than a committee of the Board of Governors, the chair of the committee;
- xviii. for the chair of a committee other than a committee of the Board of Governors, the individual or the chair of the body to which the committee reports;
- xix. in the event that a Reporting Officer is also implicated in the Conflict of Interest situation, the first Reporting Officer’s Superior not so implicated.